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FI/D-66/044  
26 January 1966

**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**SUBJECT:** Scope of the Fine Arts Commission

25X1A 1. The Fine Arts Commission, as constituted under Notice HN [ ] of 20 December 1965, reviewed as an early piece of business the scope of the activities they might usefully undertake on the basis of Action Memorandum No. 202 and HN [ ] dated ? 1963. We believe that the Fine Arts Commission can advise you on matters affecting the appearance of our buildings and grounds in the following areas:

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a. Building

- (1) Use of decorative materials and color in the corridors and offices.
- (2) Selection of furniture and furnishings.
- (3) Treatment given less desirable work areas.
- (4) Treatment given areas having functions different from regular office space, such as offices of senior staff, recreation rooms, conference rooms, dining areas.
- (e) Care and maintenance of property.

b. Visual Arts

- (1) Use of paintings and sculpture in public ways and the auditorium.
- (2) Stimulation of employee interest in improving the appearance of office space through use of paintings, prints, sculpture and other appropriate objects.
- (3) Development and display of exhibits.

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c. Grounds

Use of plants of all kinds in and around buildings.

d. Other

Advise on all matters of aesthetic relevance to the surroundings in which employees work.

2. We recommend that matters falling within the scope of the Commission, as outlined above, be referred to the Commission for advisory comment. A review of the buildings under Agency control suggests that useful comment would relate for the present to the Headquarters Building and to the Ames Building in Rosslyn. We feel that such comment would be particularly relevant where interior decorators are under contract.

3. We shall use the above as informal guidance for the Commission subject to any comment you may offer.

(Signed)

[Redacted Signature]

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Chairman  
Fine Arts Commission

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